

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-2232

For: All FFAS Employees

Government Hiring Controls

Approved by: Deputy Administrator, Management

1 Overview

A

Background

A White House Memorandum on Government Hiring Controls was issued on January 20, 2001. This memorandum stated that no decision related to hiring shall be made unless and until the decision is reviewed and approved by a Department or Agency Head appointed by the President. The Department or Agency Head may delegate this power of review.

Controls have been placed on new hires from outside the Department and apply to all FFAS:

- supervisory positions, including CED's
- GS-13 and above positions.

During the campaign, the President expressed his desire to make Government more responsive to the needs of citizens, more efficient, and more accountable. The President articulated his view of an effective Federal Government--one that is citizen-centered, results-oriented, and characterized by quality of service. To help meet these important goals, the President proposed, among other things, to flatten the Federal hierarchy by redistributing positions and resources from high-level managerial positions to front-line, service delivery jobs.

B

Purpose

This notice:

- provides information about the temporary hiring controls
- informs employees that this policy is in effect until further notice.

Disposal Date

August 1, 2001

Distribution

All FFAS Employees; State Offices relay to
County Offices

2 Action

A Policy

The Office of the Secretary has delegated FFAS agencies the authority to approve any personnel action for nonsupervisory positions at GS-12 and below, including temporary and permanent appointments.

Note: FSA, FAS, and RMA shall request actions for nonsupervisory positions at GS-12 and below through the normal approval process.

In addition, FFAS agencies are permitted to take the following personnel actions for supervisory positions and for any position GS-13 and above:

- lateral reassignments and competitive promotions including those from other USDA agencies
- career ladder promotions
- temporary promotions and extensions of temporary promotions
- details and extensions of details
- extensions of temporary appointments
- resignations, retirements, etc.

Restrictions: For **all above actions** involving supervisory positions (including CED positions) and positions GS-13 and above:

- FSA and RMA may advertise vacancies and interview candidates, but clearance from the appropriate Administrator is required before taking any action
- **pre-clearance** is required from the FAS Administrator before advertising the supervisory or GS-13 and above vacancy.

Continued on the next page

2 Action (Continued)

B

Restrictions on Supervisory Positions and All Positions GS-13 and Above

Effective immediately, approval from the Office of the Secretary is required before taking any external appointment action for any supervisory positions (including CED's) and for all positions GS-13 and above, including temporary hires.

In FSA and RMA, offices may advertise vacancies and interview candidates before requesting approval, but clearance from the appropriate Administrator is required before taking any action.

In FAS, pre-clearance is required from the Administrator before advertising supervisory vacancies and positions GS-13 and above.

For all 3 agencies, a Hiring Control Approval Request (Exhibit 1) must be completed, cleared through the appropriate Agency Administrator, and approved by the Office of the Secretary before finalizing any external hiring decision.

The use of contracts with nongovernmental entities or persons as a means of avoiding these procedures is not an acceptable practice.

C

Contacts

If additional information is needed, you may contact the following.

Office	Contact
FAS FSA, Washington, D.C. RMA, except Kansas City	Servicing Employment Specialist in HRD
Kansas City Offices APFO State Offices	Servicing Employment Specialist in KCAO-PD
FSA CO positions	HRD through EDSO

Hiring Control Approval Request

Hiring Control Approval Request

Date of Request: _____

Type of Action: _____

Mission Area/Agency: _____

Organization: _____

City/State: _____

Position Title, Series, and Grade: _____

Working Title, if applicable: _____

Supervisory Position (Y/N): _____

JUSTIFICATION: Explain the need for the position, whether the organizational unit may be consolidated, and provide the employee-to-supervisor ratio of the unit and any other pertinent information.

ACTION:☐ Approved☐ Not approved☐ Provide more information, as follows: _____

Signature of Approving Official_____
Date